

**City of Lauderhill
Employment Opportunity
04/11/2016
Open Competitive**

**Job Title: Human Resources Specialist (Part Time)
Department: Human Resources**

Salary:

\$22.87 per hour

Job Description:

Under general supervision, the purpose of the position is to provide all services associated with recruiting, hiring, and terminating City employees. Employees in this classification perform administrative support and assist with special projects. Position is responsible for recruiting, testing, interviewing, selecting, and processing new hires. Performs related work as directed.

Note: Upon request, an official job description outlining the duties required in this position is available from the Human Resources Department.

Qualification Requirements:

Associate's degree with course work emphasis in Human Resources Management, or Public Administration (**please supply transcript**); supplemented by minimum five (5) years previous experience and/or training that includes supervision and human resource management or may substitute Bachelor's degree for two (2) years experience and a Master's degree for two (2) additional years of experience; an equivalent combination of education, training, and experience may be considered.

Basis of Rating:

- 1) Review of application based on education, training, and experience as requested in the job description.
- 2) An interview designed to evaluate each applicant's knowledge in this field of work.

Closing Date & Time:

Opened until filled

Applicant must file a complete application and attach a copy of their Associate's degree (supply transcript) and valid Florida Driver's License.
Resumes alone are not acceptable.

How to Apply:

Applications may be obtained at the City of Lauderhill, 5581 West Oakland Park Blvd. Suite 338., Lauderhill, Florida 33313, from 7:30 A.M. to 5:45 P.M., Monday through Thursday or at www.lauderhill-fl.gov.

Benefits:

No benefits

**Equal Opportunity Employer- M-T/D/V
Pre-Employment Physical, Drug and Alcohol Screening**